**Regulations of Participation**

**“New Education Programs for Master Studies"**

 **within**

 **the Integrated Action of Development for the University of Warsaw Program, co-financed from the ESF funds under PO WER path 3.5.**

**§1**

**General provisions**

1. These regulations define the scope of support, the recruitment process and the rules of participation in the “New Education Programs for Master Studies” Project implemented as a part of the Integrated Action of Development for the University of Warsaw (ZIP).
2. The Program is implemented from April 2, 2018 to March 31, 2022 under the contract POWR.03.05.00-00-Z305/17-00 and is co-financed from the European Social Fund under the Operational Program Knowledge Education Development 2014-2020, track 3.5.
3. The aim of the Project is to improve the quality of education and better adaptation of full-time Master studies programs to the needs of the economy, labor market and society, and, in the case of studies conducted in English, to develop education strategies in foreign languages. The list of the new education programs for Master studies supported by the ESF funds is available at: www.zip.uw.edu.pl.

**§2**

**Basic terms**

The terms used in the Regulations:

1. The Program - the Integrated Action of Development for the University of Warsaw Program (ZIP), implemented by the University of Warsaw under the project co-financing contract number POWR.03.05.00-00-Z305/17-00;
2. The Project - the “New Education Programs for Master Studies” Project, implemented as a part of the Integrated Action Program for the Development of the University of Warsaw (ZIP);
3. Student - a student of the University of Warsaw;
4. Participant - a student of the University of Warsaw who successfully met the criteria specified in the recruitment regulations for a Master study program and has been admitted to a Master study program and therefore to participate in the Project;
5. UW - the University of Warsaw.

**§3**

**Rules of participation and qualification for the Project**

1. The recruitment rules for the Project are identical to the recruitment rules for the Master programs applicable to the recruitment for the academic year 2019/2020.
2. Recruitment for the Project is run by the Faculty Recruitment Commissions. The supervisors of the recruitment process are: the Head (on the behalf of the Faculty or other academic unit), the Coordinator of the education and doctoral studies and the Program Manager (both on the behalf of the Program).
3. Information on recruitment will be shared in the information and promotion campaign prepared by the UW Departments and other didactic units, the Program Office and other cooperating Offices carrying out tasks in the Program.
4. The condition to qualify for the Project is to meet all the recruitment requirements specified in the Senate Resolution No. 378 of 19 December 2018, and to submit all the required documents, including the Declaration and the Declaration of the Project Participant.
5. The admission to a Master program is tantamount to the decision to qualify for the Project.
6. The eligibility of a Project participant is confirmed before granting them the support from the Project.
7. During the recruitment process, persons with disabilities will receive the support necessary in the application.
8. The selection of the Project participants will be conducted respecting the equal opportunities policy an without any discrimination on the grounds of the participants’ sex, gender, origin, nationality, financial situation or disability.

**§4**

**The responsibilities of the Participant**

1. The responsibilities of the participant are:
	1. fulfillment of the study program,
	2. settlement of individual forms of support (e.g. funds for study visits) in accordance with the instruction provided by the didactic unit organizing education in a given Master program after completing the first semester of studies,
	3. using additional forms of support in accordance with the rules of the Program.
2. The participant is required to immediately inform the Head of the didactic unit responsible for the Master program about the intention to resign from the studies. Resignation from studies is tantamount to resignation from participation in the Project.
3. The Participant is obliged to include the information about the financing of their studies and their achievements in the Program in the publications and other works created within the Project.

**§5**

**Personal data protection**

1. Persons joining the Project are obliged to submit the statement of consent for the processing of personal data. Failure to submit the statement means not being accepted for the Master program for formal reasons.
2. The Personal Data Controller of the Persons mentioned in paragraph 1 is the Minister for Regional Development, acting as the Managing Institution for the Operational Program Knowledge Education Development 2014-2020, with the headquarters in Warsaw 00-926, ul. Wspólna 2/4.
3. The Personal Data Controller has appointed the Data Protection Officer who supervises the correctness of personal data processing and can be contacted via the following e-mail address: iod@miir.gov.pl.
4. The personal data of the Persons mentioned in paragraph 1 will be collected and processed for the folllowing purposes:
	1. implementation of the Project, in particular confirming eligibility of expenses, providing support to the Project Participants, monitoring, controlling, reporting and evaluation of the Project,
	2. promotion of other activities carried out in the Project.
5. Providing personal data is voluntary, but necessary for the admission to Master programs, established thanks to the support from the European Social Fund.
6. The collected data will be made available to the National Center for Research and Development, the intermediary institution with which the UW entered into the agreement No. POWR.03.05.00-00-Z305/17-00 for co-financing the Program, as well as to other institutions supervising the implementation of the Program.
7. Only authorized persons or entities may process the personal data within the Project. Persons authorized to process personal data within the Project are obliged to take all measures to maintain their confidentiality.
8. The personal data will be stored until the end of the Program and closing of the PO WER settlement by 2027.
9. Each Person joining the Project has the right to access their data, the right to rectify, delete, restrict processing, the right to transfer data, the right to object, and the right to withdraw their consent at any time. Withdrawal of consent is tauntamount to the resignation from participation in the Project.
10. Each Person joining the Project has the right to lodge a complaint to the President of the Office for Personal Data Protection.

**§6**

**Final provisions**

1. The Regulations of participation in the Project come into force on the day of their announcement.
2. Current information about the Project is available at www.zip.uw.edu.pl
3. The Regulations of participation in the Project are in line with the Study Regulations at the UW. The right to change the Regulations is reserved, particularly in relation to the new Study Regulations coming into force on 1 October, 2019.